

GENERAL DEDUCTION WORKSHEET

STATE OF NORTH DAKOTA **SFN 14339**

Pay Group: This is either PG1 (salaried employees), PG2 (hourly employees), or MJ1 (employees that are employed by more than one agency or have two positions within one agency).

Bus Unit/Set ID#: This is a 5-digit number made up of your agency's 3-digit number with 00 on the end.

Dept #: This is the 3-digit number of the division that the employee is in. If your agency does not have separate division numbers it is the 3-digit agency number.

Employee Name: The name of the employee whom the general deductions are for.

Empl ID#: The id number of the employee whom the general deductions are for.

Effective Date: The date the general deduction goes into effect.

End Date: The date, if known, that the general deduction is scheduled to end. End date can NOT be last day of the month.

General Deduction Code and Amount: Select the appropriate general deduction and enter the deduction code and amount in the correct column. Remember that if the deduction is to be taken pre-tax, use the Flex Insurances column. If an asterisk (*) follows the general deduction description the amount does not need to be filled in. It will default to the deduction table.

Additional Entries: These boxes may be used for any additional entries that you may need to make on this form. Ex: If you are entering two deductions from the Other Deductions section you would enter one under Other Deductions and one under Additional Entries.

Prepared By: Your name.

Date: The date that this document is completed.